

MARKET SURVEY ANNOUNCEMENT

FAA LEARNING SERVICES

1. Introduction/Purpose

This market survey is being reissued because of the change in the size standard for the NAICS code associated with this effort. The small business size standard for NAICS Code 611430 (Professional and Management Development Training) has changed from \$7.0 to \$10.0 million in average annual receipts.

The purpose of this market survey is to solicit statements of interest and capabilities from small businesses, service-disabled veteran-owned small businesses and 8(a) certified firms capable of providing instructional services of the nature described in the attached draft statement of work.

This market survey is also being conducted in order to obtain the information necessary to determine whether adequate competition exists to set-aside the competition among small businesses, service-disabled veteran-owned small businesses or 8(a) certified firms.

The FAA has elected to pursue a new business model for management and leadership development. The nature of the work is instructional delivery, instructional design, instructional development, and the provision of classrooms and lodging for the attendees.

The FAA is seeking a quality learning environment in which managers and other internal and external customers develop greater mastery of their leadership responsibilities and the skills needed to achieve the agency's operational and organizational goals.

The developmental curricula are provided at the corporate level for all agency managers to imbue common core leadership principles and philosophy across the entire agency as a foundation. The curricula consists of a range of deliveries from broad based leadership and management development for newly appointed managers to courses that are more directly focused on a single subject area with greater detail. The courses are intended to provide logical, progressive and sequential leadership and management developmental opportunities throughout the employee's life cycle. Courses vary in length from one (1) to nine (9) days and may be scheduled on a regular and recurring basis or scheduled when needs dictate based on FAA requirements.

The purpose of this market survey is to solicit statements of interest and capabilities from sources that can provide the learning services as described to the FAA. Responses to this market survey will be used to finalize the FAA's acquisition strategy for the requirement.

The vendor selected will provide learning services, arrange for suitable classroom space in a facility that is within a reasonable distance of a national or regional airport and

arrange for appropriate lodging for attendees in close proximity to the learning facility. All metropolitan areas in the contiguous lower 48 states are being considered.

The planned period of performance for this effort is five years from date of award. The award structure will include a 12 month base period with four 12 month option periods.

See Attachment 1 for Draft Statement of Work for details on the work to be performed.

2. Incumbent Contractors

a) The incumbent contractor for instructional services is:

Contract DTFAAC-07-D-00057; Data Management Services Joint Venture, Silver Spring, MD

b) The incumbent contractor for providing classrooms and lodging is:

Contract DTFAAC-07-L-00001; Embry Riddle University, Daytona Beach, FL

3. Nature of Competition

The acquisition strategy for this procurement has not been determined at this time.

4. Not a SIR; Will Not Pay for Responses

Please be advised that:

- (a) This is not a Screening Information Request (SIR) or Request for Proposals (RFP) of any kind;
- (b) The FAA is not seeking or accepting unsolicited proposals;
- (c) The FAA will not pay for any information received or costs incurred in preparing the response to this market survey; and
- (d) Any costs associated with the market survey submittal is solely at the interested vendor's expense

5. North American Industry Classification System (NAICS) Code

Potential sources of these services are expected to be categorized in Sector 611430 of North American Industry Classification System (NAICS). This NAICS represents establishments engaged in offering an array of short duration courses and seminars for management and professional development through employer training programs, those that customize courses or modify courses to meet the special needs of the customer, and those that provide instruction at the customers facility, and/or off-site locations. The Small Business size standard for NAICS 611430 (Professional and Management

Development Training) is \$10.0 million dollars in gross revenue.

6. Submittal Requirements for Market Survey

All interested sources should provide a capability statement describing, in 5 pages or less, your capability to address the work as described in Attachment 1. Capability refers to relevant corporate experience, ability to manage a national, high-volume project, quality of corporate personnel, quality of facilitator resources, quality of processes, etc.

Use the following format for your response:

Section 1. Past performance of like size, scope, and nature

Section 2. Ability to provide qualified facilitators

Section 3. Ability to provide appropriate classrooms

Section 4. Ability to provide or arrange for accommodations for students

In Section 1, include at least two references of your firm's prior work of a like size, scope and nature. These references should include the client's name and address, a description of the work, period of performance, type of contract, total dollar value of the contract and a point of contact name and phone number.

Indicate your firm's expected programmatic approach (in-house, teaming, subcontracting, etc.) Respondents must provide their strategy for accomplishing this work, including the percentage of work that will be done by eligible small, service-disabled veteran-owned and 8(a) certified businesses as prime contractors.

The capability of potential suppliers to successfully provide these services will be judged by how fully and effectively your response matches the requirements.

Your response should include Attachment 2, Business Declaration form. If applicable, include your firm's SBA certification letter for 8(a) status or VA certification letter for service disabled veteran-owned small business status. The form and the letter are not part of the 5 page maximum size limitation.

7. Delivery of Submittals

All responses to this market survey must be received by 9:00 AM ET Monday, December 10, 2012. Please submit your capability statement attached to an email to the contracting officers' email addresses, shown below.

Questions regarding this Market Survey may be submitted, via email, to the Contracting Officer, Mr. White, at the address below. Answers will be accumulated and published, in a timely manner, as amendments to the Market Survey.

The Contracting Officer for this procurement will be:

Jeremy White
800 Independence Ave., S.W. Room 406
Washington, D.C. 20591
202-267-5810

Jeremy.white@faa.gov

The Senior Contracting Officer for this procurement will be:

Charles McGovern
800 Independence Ave., S.W. Room 406
Washington, D.C. 20591
202-267-8468
Charles.mcgovern@faa.gov

The FAA intends to establish a contract in the Summer/Fall time period of 2013.

8. Attachments

1. Draft Statement of Work
2. Business Declaration Form